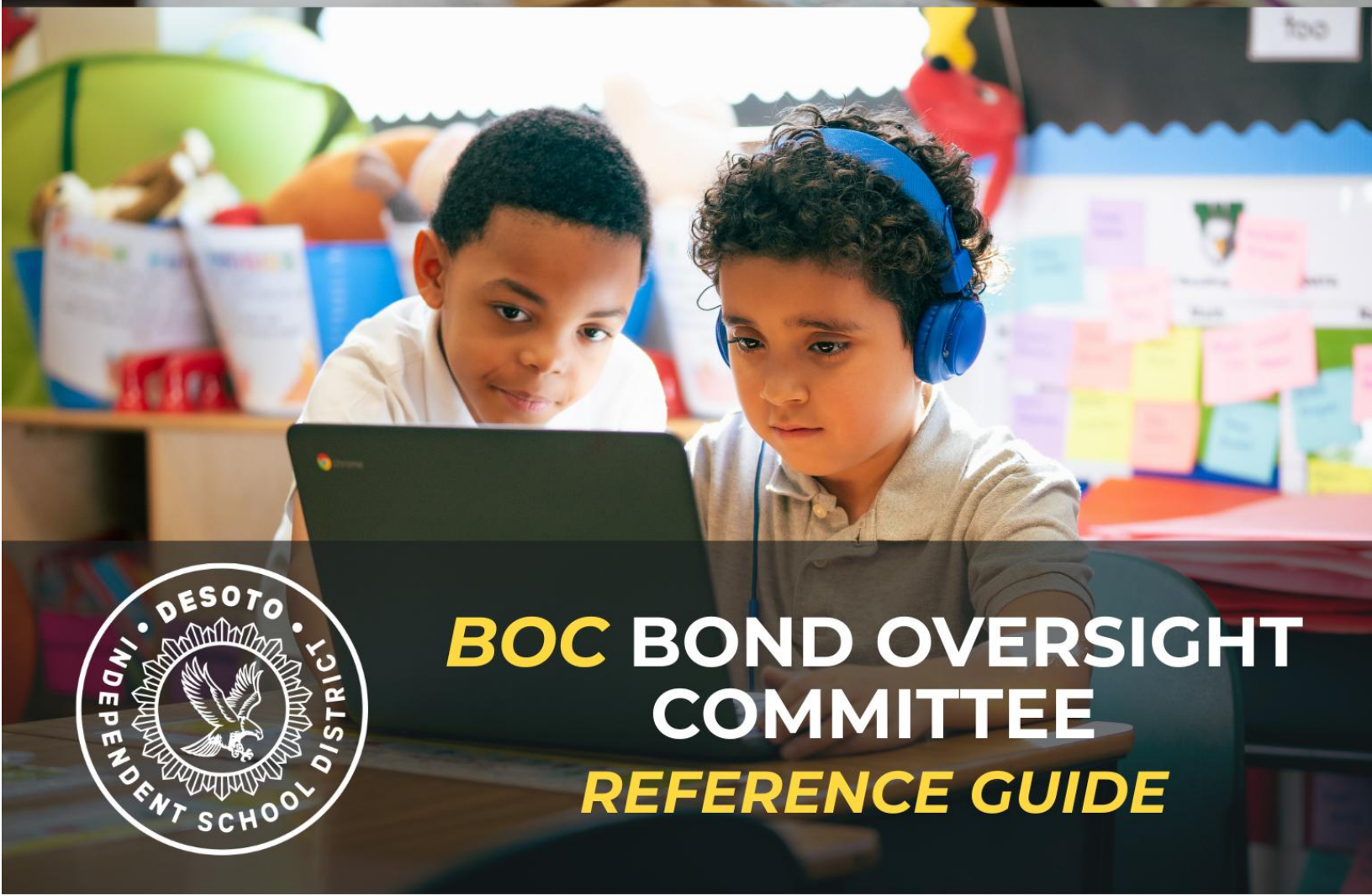




**DESOTO ISD  
BOND 2025**



**BOC BOND OVERSIGHT  
COMMITTEE  
REFERENCE GUIDE**

**\*\*THIS PAGE IS INTENTIONALLY BLANK\*\***

## TABLE OF CONTENTS

Introduction _____	3
Purpose _____	3
Establishment _____	4
Charter _____	4
Membership _____	4
Term of Member _____	4
Criteria to serve as a BOC _____	4
Recommended Composition _____	5
BOC Leadership _____	5
District Staff Assigned to BOC _____	6
Attendance _____	6
Conduct of BOC _____	6
Meetings _____	6
Agendas _____	6
Committee Duties and Responsibilities _____	7
Subcommittees _____	8
Responsibilities of the Chair _____	8
Responsibilities of the Vice Chair _____	9
Responsibilities of the Secretary _____	9
Responsibilities of the Superintendent or Designee _____	9
BOC Reporting _____	9
BOC Website _____	9
Dissolution of BOC _____	9
Contact for BOC Members _____	9

**DESOTO INDEPENDENT SCHOOL DISTRICT  
BOND OVERSIGHT COMMITTEE  
REFERENCE GUIDE**

**Introduction**

In May 2025, voters of DeSoto ISD authorized nearly \$200 million in bond funds to support districtwide improvements, including facility upgrades, new construction, and program enhancements that advance the “Triple A Experience” (Academics, Arts, Athletics). To ensure accountability, transparency, and community confidence, the DeSoto ISD Board of Trustees establishes the Bond Oversight Committee (BOC) and adopts these Guiding Principles.

This Reference Guide is produced as a guide for the Bond Oversight Committee (hereafter referred to as the **BOC**) as it conducts its work on behalf of the DeSoto Independent School District Board of Trustees (**BOT**) and the District (**DeISD**).

**Purpose**

The purpose of the BOC is to:

- Monitor the expenditure of 2025 bond funds, for Propositions A, B, and C.
  - Proposition A – \$152.6 Million
    - Funds major campus improvements, including replacement of Frank Moates Elementary, renovations at multiple campuses, facility upgrades for administration and STEM programs, and districtwide safety and technology enhancements.
  - Proposition B – \$38.6 Million
    - Supports athletic facility improvements, including a new Student-Athlete Success Center.
  - Proposition C – \$8.5 Million
    - Renovates and enhances Eagle Stadium to improve safety, accessibility, spectator experience, and upgrades to high school sports fields, track, and training facilities.
- Ensure bond funds are used solely for voter-approved purposes.
- Advise the Board of Trustees and Superintendent on program progress, fiscal stewardship, and community satisfaction.
- Serve as a transparent communication bridge between DeSoto ISD and its stakeholders.

The BOC is advisory in nature and **does not** have authority to approve contracts, manage projects, or direct district staff. Its work enhances public trust by validating that funds are spent responsibly and effectively.

The purpose of this Reference Guide is to make committee members aware of their role and responsibilities as a member of the committee. This Reference Guide is intended to guide the work of the committee in alignment and compliance with pertinent DeISD Board policies and administrative regulations. In case of conflict, the language of officially adopted Board policies and

written administrative policies will take precedence over any contrary provisions in this Reference Guide.

This Reference Guide will be reviewed and adopted by the BOT and updated as needed at a regularly scheduled BOT meeting.

### **Establishment**

The BOC is established by the DeISD BOT as an ad hoc advisory body of the district. The BOC is responsible for, reports to, and serves at the will of the Trustees and the Superintendent. BOC recommendations are advisory only. The Trustees retain sole decision-making authority.

### **Charter**

A BOC Charter was adopted by the BOT on December 15, 2025. This charter governs the activities of the BOC.

### **Membership**

Members of the BOC shall be residents of and reflect the diversity of the district, and should include a balance of stakeholder interests and perspectives, including but not limited to educators, community members, and expertise in related areas such as business, finance, land development, engineering, and construction management. BOC members serve the general interest of the public as opposed to any personal interest or special interest group.

The BOC shall consist of a total of 11 members. 1 selected by each of the Trustees and 1 selected by the Superintendent. If a vacancy occurs, the corresponding Trustee, Superintendent or organization will replace that vacancy.

It is the responsibility of each member to provide profile and contact information to the Superintendent or their delegate to ensure that a member roster is current and up to date.

### **Term of Member**

BOC members are expected to serve 2-year terms, beginning with the date of the appointment. The initial term will begin on January 5, 2026, when the first meeting of the BOC is held, and will end on December 31, 2027. In the event of a vacancy through resignation or otherwise, the replacement member will serve for the remainder of the initial term. The next term for BOC members will begin on January 1, 2028; terms will continue thereafter every two years beginning on January 1<sup>st</sup> and ending on December 31<sup>st</sup> until such time as the BOT terminates the committee.

### **Criteria to serve on the BOC**

In order to serve on the BOC, a member must meet the criteria in order to be appointed by a member of the BOT or Superintendent:

- BOC members cannot be an employee or official of the District, or any vendor, contractor, or consultant of the District.
- Members of the BOC should not be related to or work for any owners or employees of companies that will bid on DeISD 2025 Bond projects.
- Members must be at least 18 years old, and in good legal and ethical standing.
- Members or their immediate family may not bid on or contract for projects funded by 2025 bond dollars during or for one year following service.
- Members serve voluntarily and without compensation.

A conflict of interest or disclosure form will be required from all members at the beginning of their term. If there is a material or significant event that causes a member to potentially have a conflict, then a new form must be submitted by the member for evaluation.

All conflict of interest or disclosure forms will be reviewed by the Superintendent or their delegate for determination of conflict.

### **Recommended Composition**

- 1–2 members from **local business or finance community**
- 1 licensed **architect, engineer, or construction professional**
- 1–2 **parents/guardians of current students**
- 1 member from the **City of Glenn Heights Planning or Economic Development Office**
- 1–2 **past bond committee participants or PTA leaders**
- 1 representative from a **local higher education institution or chamber of commerce**

### **BOC Leadership**

At the initial meeting, the BOC shall select the following officers: Chair, Vice-Chair and Secretary. Officers shall serve 1-year terms. The initial meeting of the BOC will be **TBD**. Terms will run as follows:

<b>Initial (First) Term</b>	<b>January 2026 – December 2026</b>
<b>Second Term</b>	<b>January 2027 – December 2027</b>
<b>Third Term</b>	<b>January 2028 – December 2028</b>

In the event of a vacancy through resignation or otherwise, the officer will serve for the remainder of that specific term as it applies above. The Chair can request nominations at the next regularly scheduled BOC meeting for open slots of the Vice-Chair and Secretary. In the event of a vacancy

of the Chair, the Vice-Chair will request the nominations at the next regularly scheduled BOC meeting. A simple majority of the BOC will suffice to approve a vacancy of the officer position. At the end of each term, new officers will be elected by the members.

### **District Staff Assigned to BOC**

The Superintendent may designate a delegate as the coordinator of the BOC. This delegate shall appoint up to 2 district employees to serve as support to the BOC.

### **Attendance**

Attendance will be taken at each regularly scheduled BOC meeting. Regular attendance by BOC members is expected. If a member misses more than three consecutive meetings, the Chair will make a recommendation to the BOC committee for removal of that individual due to lack of attendance. If the BOC committee approves the recommendation by a simple majority, the Trustee, Superintendent or entity that appointed that individual will be advised of the recommendation. It is then up to the person or entity to determine whether or not the individual will be replaced.

### **Conduct of Members**

It is the responsibility of each BOC member to conduct themselves in a professional, courteous manner with all other members of the BOC and District staff. The Chair will dismiss any BOC member from a meeting or event if he/she is acting in an unprofessional or discourteous manner. The Chair may further recommend removal to the BOT any member that he/she deems does not act in accordance with these professional, courteous standards.

### **Meetings**

Unless otherwise directed by the Board President and the Superintendent, the Chair shall consult with the Superintendent or their delegate to establish a meeting schedule for the BOC, except that the BOC shall meet at least once per quarter. It is recommended that meetings be scheduled every second Thursday of the month.

BOC meeting agendas shall be posted at district offices at least 48 hours in advance. BOC meetings shall be open to the public, and the Chair shall ensure that the district's standard guidelines for citizen's input is applied.

Members shall attempt to reach recommendations by consensus. However, if a clear consensus cannot be obtained, recommendations shall be reached by a majority vote of members present. Members must be present to vote; proxy or email votes are not allowed. Members are not allowed to send others in their place to vote.

### **Agendas**

The Chair shall consult with the Board President and the Superintendent or their delegates to establish agendas for each BOC meeting. If another member wishes to place an item on the agenda, an email to the Chair with a copy to the Board President and the Superintendent or their assigned delegates should be sent no later than two weeks prior to the date of the regularly scheduled BOC meeting. It is up to the Chair to place the item on a future agenda. The BOC meeting agenda shall be sent out no later than one week prior to the agenda date.

### **Committee Duties and Responsibilities**

The BOC shall be available to assist the board and district in communicating information to the public, and in gathering and assessing public input. The BOC should have an opportunity to review and comment upon major changes in Bond-funded activities, allocations, and projects prior to final action by the BOT being taken. The Superintendent will obtain the approval from the Board of Trustees to determine the threshold for what a major change entails based on a dollar amount or percentage of the Bond funds. If requested by a majority of the Committee, the Chair shall present any comments regarding major changes to bond-funded allocations and projects at the next regularly scheduled BOT meeting.

The Committee shall inform the Superintendent, Board and general public (in that order) concerning the District's overall project management and progress of all 2025 bond projects, including but not limited to:

- Review periodic reports produced by the District and Program Manager to verify effective and efficient use of bond proceeds and compliance with the purposes set forth in the 2025 bond program as approved by the Trustees.
- Ensure that bond revenues are expended for the purpose set forth in the 2025 bond program (Propositions A, B, and C) as approved by the Trustees.
- Validate that no bond funds are used for any teacher or administrative salaries or other school operating expenses, other than administrative salaries whose primary purpose is to manage the district's bond programs.
- Submit quarterly written reports Board of Trustees and Superintendent.
- Present findings in public session and ensure reports are accessible to the community via the district website.
- Submit an annual summary report highlighting progress, challenges, and recommendations.
- Review efforts by the District to maximize bond revenues by balancing best value, quality, and efficiency in meeting the district's goals and priorities.
- Coordinate with the Superintendent or their delegate to visit District facilities and grounds for which bond proceeds have been or will be expended, in accordance with any necessary access procedures.
- Review bond reports published by the district.
- Review any financial audits of the district's bond programs to ensure the district is taking appropriate action to remediate any deficiencies identified in such reports.
- Review bond Program Manager's periodic status reports.
- Perform other reasonable duties requested by the Trustees, Superintendent and/or their delegate.



- Disclose and sign an annual conflict of interest statement for conflicts and re-submit if any conflicts arise during a BOC member's tenure.
- Report any perceived allegation of wrongdoing; potential waste, fraud, misuse or abuse; or non-compliance with Local, State, Federal laws/ regulations, or District policies that becomes known to the BOC to the Board President and Superintendent.

The Committee provides counsel and input to the administration and the Trustees, **but it does not** have management or policy-setting responsibilities. Also, the Committee does not have a fiduciary responsibility to the district, nor are its members personally liable to the district. **The BOC is not responsible for:**

- Approval of construction contracts or change orders;
- Appropriation of construction funds;
- Handling of legal matters;
- Approval of construction plans and schedules;
- Approval of the District's maintenance plan;
- Approval of the sale of bonds;
- Establishment of priorities and order of construction for the bond projects;
- Selection of architects, engineers, construction managers, project managers, and such other professional service firms;
- Approval of the design for each project including exterior materials, paint color, interior finishes, site plan and construction means or methods;
- Selection of independent audit firm(s), performance audit consultants and such other consultants as are necessary to review the 2025 bond projects;
- Setting or approving schedules of design and construction activities;
- Investigations of alleged wrongdoing; potential waste, fraud, misuse or abuse; or non- two
- Directing the activities of staff or consultants; or
- Activities, roles or responsibilities that have been delegated to staff or consultants by the Superintendent or their designee.

### **Subcommittees**

The Chair and Superintendent may, but are not required to form BOC subcommittees to perform various work and to make recommendations to the full BOC. Subcommittees must be smaller than a quorum of the full BOC.

### **Responsibilities of the Chair**

The Chair shall act as the sole spokesperson for the BOC; members shall not speak for the district nor the committee. The Chair shall preside over meetings and shall ensure that the district's standard guidelines for citizen's input is applied. The Chair shall represent the BOC at meetings or other events as necessary or appropriate. As requested by a majority of the Committee, the Chair shall present any comments regarding major changes to bond-funded allocations and projects at the next regularly scheduled BOT meeting.

### **Responsibilities of the Vice-Chair**

The Vice-Chair shall preside over meetings when the Chair is not available. The Vice-Chair will assume all other duties of the Chair only when the Chair position is vacant.

### **Responsibilities of the Secretary**

The Secretary will be responsible for ensuring that all members sign in for meetings. The Secretary, along with the Superintendent or their delegate shall ensure that basic minutes are kept for each BOC meeting and posted on the BOC website.

### **Responsibilities of the Superintendent or Designee**

The Superintendent or their delegate shall coordinate arrangements for regular BOC meetings and any subcommittee meetings, including meeting space, support staff, and materials.

In consultation with the Secretary, the Superintendent or their delegate shall ensure that basic minutes are kept for each BOC meeting. The Superintendent or their delegate shall ensure that the BOC minutes remain current.

The Superintendent or their delegate, through the Superintendent's Board of Trustees Weekly Update process, shall provide periodic status reports on the BOC's work.

### **BOC Reporting**

The Board President and/or the Superintendent may provide direction on a schedule for BOC reporting. Any reports prepared by the BOC shall be provided to the Superintendent, who shall forward the reports to the Trustees. The Superintendent may request the Chair to report to Trustees at a board meeting or workshop.

### **Dissolution of BOC**

The BOC will be dissolved by the BOT at a regularly scheduled board meeting after the primary duties of the committee have been completed, the bond proceeds have been entirely expended, or the BOT chooses to dissolve the committee as allowed in the BOC Charter. The Trustees retain sole authority to disband the BOC.

### **Contact or Assistance for BOC Members**

If assistance is needed by the committee, a member can reach out to Yulonda Smith, Executive Administrative Assistant, 972-223-6666 ext. 8248.